



Donnybrook Recreation Centre Advisory Committee Meeting Minutes

Held on

Wednesday, 6th April, 2016

Commencing at 5.00pm

At the Donnybrook Recreation Centre
Steere Street, Donnybrook WA 6239

J R Attwood
Chief Executive Officer

14 April 2016

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DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MEETING MINUTES

6 April, 2016

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SHIRE OF DONNYBROOK/BALINGUP

DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MEETING MINUTES

Held at the Donnybrook Recreation Centre
Wednesday, 6 April 2016 at 5.00pm

ATTENDANCE

COMMITTEE MEMBERS

Cr Dilley
J Bishop
L McCabe
A Julian
J Tuia
B Brown
R Liccardello

STAFF

D Vanallen – Community/Recreation Development
Officer
J McLean – Manager Recreation Centre

1 NOMINATION OF PRESIDING OFFICER

Linda McCabe nominated Cr Steve Dilley to the position of Presiding Officer. In the absence of any further nominations the CEO duly declared Cr Steve Dilley elected as the Presiding Officer of the Committee.

Cr Steve Dilley took the chair and called for nominations of the position of Deputy Presiding Officer.

2 NOMINATION OF DEPUTY PRESIDING OFFICER

Cr Steve Dilley nominated Linda McCabe to the position of Deputy Presiding Officer. In the absence of any further nominations Linda McCabe was duly declared elected as Deputy Presiding Officer of the Committee.

3 APOLOGIES

R Horton

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Donnybrook Recreation Centre Advisory Committee – 9 September, 2015

Moved: Linda McCabe

Seconded: Judy Bishop

That the Minutes of the Donnybrook Recreation Centre Advisory Committee Meeting held on 9 September, 2015 be confirmed as a true and accurate record.

Carried 7/0

5 GENERAL BUSINESS

5.1 Financial Performance

- The Donnybrook Recreation Centre Operating Statement for the period 1st July 2015 to 29th February 2016 (Attachment 1) providing an overview of the Centre's year-to-date financial performance was reviewed by the committee members.

5.2 Attendance Statistics

- The Donnybrook Recreation Centre Attendance Statistics for the period from 1st July 2015 to 29th February 2016 were tabled at the meeting and reviewed by the committee members.

5.3 Key Performance Areas

- The Committee reviewed and discussed the key performance areas identified in the Donnybrook Recreation Centre's 2015 – 2018 Business Plan.

5.4 Update on building upgrades July 2015 – April 2016.

- An update was provided by Deb Vanallen at the meeting.

5.5 Update on equipment purchases July 2015 – April 2016.

- An update was provided by Deb Vanallen and Jill McLean at the meeting.

5.6 2016-2017 Financial Year Operating and Capital Budget considerations.

- This item was not discussed at the meeting.

5.7 Donnybrook Recreation Centre long term project plan.

- This item was not discussed at the meeting.

5.8 General Business.

Country Local Government Funding

- Cr Steve Dillely advised the group that the Shire has approved the reallocation of \$647,112 of Country Local Government funding to works on the Donnybrook Rec Centre. These funds will be used to:
 1. Approximately \$250,000 to replace the stadium roof;

2. Approximately \$150,000 to replace the pool hall roof; and
 3. The balance towards an upgrade of the gym.
- The committee is keen to be involved in further discussions regarding concept designs for the gym and group fitness areas.
 - The committee also expressed a strong recommendation to consider the replacement/upgrade of the lighting and 'air circulation' in both the stadium and pool hall.

Operating Hours

- The committee supports the decision to maintain the extended hours of operation of the Centre and recommend further internal and external advertising be done.

Memberships

- Following a discussion of membership, the committee recommend a review of the current Gold Pass and Gym Membership to include a 12 month option on both. To be incorporated into the 2016/17 budget.
- Following a discussion about new membership markets and the potential to cross-promote the memberships to clubs using the Centre, it was agreed that the Centre staff will workshop the idea of a 'trial voucher system' as a means of encouraging existing Centre users to consider becoming a 'member'.

Group Fitness Program

- The Committee commended the new DL 'group fitness timetable' and recommended that the Living Longer Living Stronger program be added.

Suggestion Box

- The committee recommended the introduction of a 'Customer Suggestion Box'. Staff to reintroduce a 'suggestion form' and a locate a box in the Reception area.

Publicity and Promotions

- The committee noted the publicity and promotions conducted over the last 12 months. It was also suggested that Centre staff re-approach the schools in respect to obtaining space in the school newsletter to assist with the promotion of Centre programs, especially those aimed at children/youth.

Committee's Recommended Resolution

Moved: Linda McCabe

Seconded: Bill Brown

That the above discussion points are noted.

Carried 7/0

6 CLOSURE OF MEETING

The Chairperson advised that the date of the next Donnybrook Recreation Centre Advisory Committee meeting will be held at the Donnybrook Recreation Centre on a date to be advised.

The Chairperson declared the meeting closed at 6.55pm.

These Minutes were confirmed as a true and accurate record at the Donnybrook Recreation Centre Advisory Committee meeting held on:		
Shire President		Presiding Member